

# **Technology Handbook for Students and Parents**

**2011-2012 SCHOOL YEAR**

**CRAVEN EARLY COLLEGE HIGH SCHOOL**

**NEW BERN, NORTH CAROLINA**



**CRAVEN EARLY COLLEGE**

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## **Section 1: Laptop Issuance**

Laptops will be issued during the first week of school unless otherwise notified. Prior to receiving a laptop, each student must accomplish the following:

1. Read and sign the Craven County Schools Acceptable Use Policy;
2. Provide payment for laptop insurance to the school administrative assistant; and
3. Read this handbook, sign the last page, and turn it in to the Technology Specialist who will then issue the student a laptop.

In the event that the insurance cannot be paid upon the beginning of the Fall semester, the student has the option of checking out a loaner laptop. Loaner laptops will be available in limited quantities; they are not permitted to leave CEC's campus, and must be checked in at the end of each day to the Technology Specialist.

Student laptops are labeled with a serial number, school asset tag, and other product information. Students are not to remove or make any changes to these labels.

## **Section 2: Software**

### **Installed Software**

- Laptops will come installed with the necessary course software. In the event that additional software is needed, students **MUST** obtain permission from the Technology Specialist first.

### **Restrictions**

- Students are **NOT** permitted to install any software on their laptops.
- Students are **NOT** permitted to run any software from their flash drives, external hard drives, or anywhere else.

### **Backing Up Files**

- All student files should be saved to an external source such as a flash drive or external hard drive. It is **NOT** the school's responsibility if files are lost or become corrupt. Save and back up your work often.

### **Updates and Virus Scans**

- Students should check their Anti Virus at least once a day to confirm that it has performed a system scan and has the latest updates.
- Students are to allow Windows, Anti Virus, and other necessary updates to install without interruption. Failure to do so can compromise the computer's safety.

### **Section 3: Protecting your Laptop**

#### **General Protection**

- Always keep your laptop in its case when not in use
- Never carry your open laptop around in the hallway
- Never leave your laptop unattended
  - Do not leave it in the hall, in a car, or anywhere it is at risk of being stolen
- Your laptop comes with a case – use it.
  - Never put items in your laptop case other than your laptop and its charger

#### **Screen Protection**

- Avoid doing anything that may place unnecessary pressure on your laptop screen
- Do not leave anything on or around the keyboard area when closing the laptop
- Clean your screen with a microfiber cloth and specially designed cleaning solution
  - Never use water, soap, or Windex

#### **Virus/Malware Protection**

- Keep your Anti-Virus protection updated
- If you use someone else's flash drive, be sure to run a virus scan on it first
- Avoid opening email attachments from people you do not know
- Do not click on random pop-ups on websites
- Stay off of sites that you should not be on such as file sharing, pornography,

#### **Maintenance**

- Always bring your laptop to the Technology Specialist for updates
- Never try to fix a problem yourself – always take it to the Technology Specialist
- Do not wrap the charger cord tightly – it will damage the wires



#### **Section 4: Acceptable Laptop Use**

Craven Early College follows all of the same guidelines and regulations that other schools in Craven County use, and as such a copy of the student acceptable use policy is listed below.

#### **ACCEPTABLE USE OF INFORMATION SYSTEMS AND EDUCATIONAL TECHNOLOGY RESOURCES FOR STUDENTS**

The Craven County School District is now offering Internet access (not an account) for student use. This Internet access has been established for a limited educational purpose to include classroom activities, career development and approved curriculum activities. The network has not been established as a public access or public forum and the Craven County School System and this school have the right: to place reasonable restrictions on the material the student accesses, to determine the training the student needs to have before the student is allowed to use the system, and to enforce all rules set forth in the school policies and the laws of the state of North Carolina. Further, the student may not use this network for commercial purposes to offer, provide, or purchase products or services through the network or use the network for political lobbying. Access to the Internet is available through this school only with permission of the principal or his/her designee and the student's parents.

The following uses of this network are unacceptable:

##### **1. PERSONAL SAFETY**

- a. The student will not post contact information (e.g., address, phone number) about the student or any other person.
- b. The student will not agree to meet with someone the student has met online without approval of the student's parents. Any contact of this nature or the receipt of any message the student feels is inappropriate or makes the student feel uncomfortable should be reported to school authorities immediately.

##### **2. ILLEGAL ACTIVITIES**

- a. The student will not attempt to gain unauthorized access to this or any other computer network or go beyond the student's authorized access by entering another person's account number or accessing another person's files. This is considered a felony!
- b. The student will not deliberately attempt to disrupt the computer network or destroy data by spreading computer viruses or any other means.
- c. The student will not use the network to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- d. The student may be provided with an individual email account under special circumstances for classroom related educational activities, at the request of a sponsoring teacher and with the approval of parents. E-mail of any form (Hot Mail-Yahoo Mail-Chat rooms-Net news groups) not provided by Craven County Schools is prohibited. To request a student email account, the sponsoring teacher must send a Student Email Account Agreement, signed by the student, parent and sponsoring teacher to the email administrator. The sponsoring



teacher must state why the account is needed and describe how it will be used for educational purposes. If approved by the email administrator, the student will be provided with an account. The number of student email accounts is limited by District resources and licensing agreements.

- e. All Student Email Account Agreements must be renewed on a regular basis. Parents can withdraw their approval at any time. Student email accounts will expire when no longer needed for classroom activities or at the end of the school year unless special arrangements are made with the student, parent, sponsoring teacher and email administrator.

### 3. NETWORK SECURITY

- a. An Internet User Record will be maintained at each computer. All students must complete the form before using the computer.
- b. The student will immediately notify a teacher or the system administrator if the student has identified a possible security problem. Do not look for security problems: this may be construed as an illegal attempt to gain access to unauthorized areas of the network.
- c. Electronic footprints are imprinted on the network whenever an action is performed. Therefore, the student will be caught if the student breaks the rules.

### 4. INAPPROPRIATE LANGUAGE

On any and all uses of the Internet, whether in application to public or private messages or material posted on the Web pages, the student will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. The student will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. The student will not harass another person by a persistent action that distresses or annoys another person and the student must stop if asked to do so.

### 5. RESPECT for PRIVACY

The student will not post private information about the student or another person.

### 6. RESPECTING RESOURCE LIMITS

The student will use the network only for approved educational and career development activities.

### 7. PLAGIARISM and COPYRIGHT INFRINGEMENT

- a. The student will not plagiarize words that the student finds on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
- b. The student will respect the rights of copyright owners. Copyright infringement occurs when the student inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of the work the student should follow the expressed requirements. If the student is unsure whether or not the student can use a work, the student should request permission from the copyright owner. Direct any questions regarding copyright law to a teacher or the Media Coordinator.



## 8. INAPPROPRIATE ACCESS to MATERIAL

- a. The student will not use the Craven County School District network to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature). A special exception may be made if the purpose of the access is to conduct research with written approval by both teacher and parent.
- b. No downloading of any files unless the student has written prior approval from authorized personnel (principal's designee).
- c. If the student mistakenly accesses inappropriate information, the student should immediately tell the teacher or district employee or other person designated by the school. This will protect the student against a claim of intentional violations of this policy.
- d. The student's parent(s)/guardian(s) should instruct the student if there are additional materials they think would be inappropriate for the student to access. The district fully expects that the student will follow the student parent's/guardian's instruction to this matter.

## 9. THE STUDENT RIGHTS

- a. Free Speech. The student's right to free speech applies also to the student's communications on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the district may restrict the student's right to free speech for valid educational reasons. The district will not restrict the student's right to free speech on the basis of its disagreement with the opinions the student expresses.
- b. Search and Seizure. The student should expect no privacy of the content of the student's personal files on the district network. Routine maintenance and monitoring of the network may lead to discovery that the student has violated this policy or the law. An individual search will be conducted if there is reasonable suspicion that the student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.
- c. Due Process. The district will cooperate fully with local, state or federal officials in any investigation related to illegal activities conducted through the Craven County School District network. In the event of a claim that the student has violated this policy or the law in the student's use of the Craven County School District network, the student will be given written notice of suspected violations and an opportunity to present an explanation according to the district policies and/or the state and federal law. Additional restrictions may be placed on the student's Internet access.

## 10. NO GUARANTEES

The district makes no guarantee that the functions or the services provided by or through the district network will be error free or without defect. The district will not be responsible for any damage the student may suffer including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information attained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the network.



## ELECTRONICS

According to Craven County Policies and Regulations, the possession or use of beepers, scanners, cell phones, iPods, and similar devices during school and school-related activities is prohibited. Students who use the devices will be subject to disciplinary action. Students may not have cell phones turned on anytime during the school day. All beepers, scanners, and/or similar devices **that are confiscated** will be turned over to the Dean.

If a student is **seen or even suspected of using a cell phone to take pictures**, the cell phone will be confiscated. A conference will be held to determine if the phone can be returned. This activity can be determined to be a criminal offense, and if so, law enforcement will be called.

Personal electronic devices such as CD players, MP3 players, iPods, and Gameboys are prohibited as well unless approved by a staff member. These items are targets for theft and only inhibit the instructional progress of the day. These devices may be used from time to time for instruction, but the devices will be provided by the teacher.

**Multiple infractions of this policy will not be tolerated and the student's status at CEC may be in jeopardy.**

## COMPUTERS

Students will be issued a laptop if the insurance fees are paid and if the parent has attended a parent orientation focused on safety and monitoring the use of the laptop.

The responsibility of each student is be sure the laptop comes to school each day, and that he or she has all attachments to insure proper use (battery charger, etc).

A wireless system has been installed by Craven County Schools for internet use and is monitored closely. The college does not have to monitor campus computers so thoroughly. **No student is to use a college computer unless directly supervised by an adult.** This is to ensure that students are not accessing inappropriate sites.

The **monitoring** of computer use for school students is **mandated by law**.

**Please note: All laptops will be subject to scheduled maintenance and random checks for violations of the computer policy. Repeated violations of the computer policy (accessing inappropriate sites) will result in severe consequences and could be detrimental to the enrollment of the student in CEC.**

Lap tops should be closed at the request of any instructor to insure instructional focus. The use of lap tops in college classes is contingent upon the course and the instructor.

### **Section 5: Consequences for misuse of school issued technology**

1<sup>st</sup> Offense: Written warning, technology may be suspended for up to 1 school day, and parent contact

2<sup>nd</sup> Offense: Technology may be suspended for up to 5 school days, parent contact

3<sup>rd</sup> Offense: Technology may be suspended for the remainder of the semester, parent contact

**NOTE:** Depending on the severity of the situation, the principal (or his/her designee) may determine a different consequence than listed above, including but not limited to the revocation of technology privileges or a request for transfer to another school.

Student laptops may be inspected at any time with or without prior notice.